



Commonwealth of Massachusetts
Division of Occupational Licensure
Public Accountancy

1 Federal Street, Suite 0600 • Boston • Massachusetts •
02110-2012

FOR CPA FIRMS ONLY

Please check the appropriate boxes

CHANGE OF FIRM NAME ☐ CHANGE OF FIRM ADDRESS ☐ DUPLICATE FIRM LICENSE ☐

Under the penalties of perjury, I declare that the information provided herein is a truthful and complete statement of the information require.

| | |
|---|---|
| Print/type clearly the information as it is <u>NOW SHOWN</u> on your license: | Print/type clearly the information as you wish it to appear on your <u>UPDATED</u> license: |
| Firm Name: | Firm Name: |
| Address: | Address: |
| City/Town: | City/Town: |
| State: | State: |
| Zip Code: | Zip Code: |

OTHER REQUIRED INFORMATION

| | |
|------------------|-----------------------------|
| Firm License No: | Telephone Number: |
| Type of License: | Name of Manager or Partner: |
| Expiration Date: | Signature: |
| Federal ID No: | Date: |

FOR A NAME CHANGE, ALSO SUBMIT THE FOLLOWING:

- 1) Cover letter explaining reason for requesting name change.
- 2) Copy of new partner(s), shareholder(s) Massachusetts CPA license if applicable.
- 3) Firms with one owner that use multi names and/or use "& Co. or & Assoc." in the firm name, please provide in the cover letter the name(s) of employee(s) with a MA CPA license and if employee is part-time or full-time and also include a copy of the employee MA CPA license.
- 4) Verification/approval from the Massachusetts Secretary of State Office, Corporation Division (Articles of Amendment) Applicable if firm is a BC, PC, LLP & LLC.
- 5) If you are changing the firm name and wish to receive a license printed with the new name, you **MUST** return the firm's current license with this form and a fee of \$27.00 (check payable to Comm. of Mass).

| <u>Please check the appropriate box:</u> | <u>Fee</u> | <u>FOR OFFICIAL USE ONLY</u> |
|---|-------------------|-------------------------------------|
| <input type="checkbox"/> Duplicate license WITH OR WITHOUT an address change | \$17.00 | Fee: |
| <input type="checkbox"/> Name change WITH updated license | \$27.00 | Date Received: |
| <input type="checkbox"/> Address change WITHOUT updated license | \$0.00 | Received by: |

